



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD # 11-07

MEMORANDUM

TO: National School Lunch Administrators, Commodity Contact

FROM: Tina Herzog, Program Director
Arizona Department of Education, Food Distribution Program

DATE: September 11, 2006

SUBJECT: Monthly Verification – **AUGUST 2006**

Please verify the enclosed delivery information with your **U.S. Foodservice/City Meat (formerly, Alliant Foodservice)** invoice(s).

Complete and sign this memo below, then mail *or* fax it to me by **OCTOBER 6, 2006**, along with the "*SPONSOR DETAIL SHIPPING*" report. If there are differences in the report compared to your invoices, include copies of your Alliant or U.S. Foodservice/City Meat invoices.

MAIL TO: Arizona State Department of Education
Food Distribution Program
1535 West Jefferson Street - Bin 7
Phoenix, Arizona 85007

OR

FAX TO: (602) 542-6978

Keep in mind that if any items are indicating a lesser amount of cases than you received, it could be due to a credit from a previous month. If there are any differences on the report compared to your invoices, please remember to include a **copy of your correct invoice(s)** and **indicate the differences to aid us in tracing the correct shipping records.** Your cooperation and suggestions will help make our distribution system operate more efficiently.

**Please check the
appropriate box
or boxes:**

- ☐ All items **were received** as listed
- ☐ All items were **not received** as listed (*Include copies of invoices*)
- ☐ Additional items were **received and not listed** (*Include copies of invoices*)

(Authorized Signature)

(School/Agency)

(C-T-D Number)

(Date)

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